

STEP ONE

Determine who will do what in the event of an emergency and develop a contact directory.

STEP TWO

Identify disruptions that may hinder a foodservice operation and determine alternate procedures.

STEP THREE

Develop the foodservice emergency readiness plan.

STEP FOUR

Teach components of the emergency readiness plan to foodservice staff.

STEP FIVE

Practice emergency readiness drills.

STEP SIX

Evaluate the emergency readiness plan's effectiveness and update as needed.